



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
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JAMES V. PERDUE  
COMMISSIONER  
SHELIA T. PENN, BSN, MPH  
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Fiscal Manager III

**NUMBER:** 15-21

**JOB CODE:** K5000 **SALARY RANGE:** 82 (\$59,517.60 to \$90,724.80)

**POS. #** 8800016

**JOB LOCATION:** Bryce Hospital

**DATE:** 12-4-2015

**MINIMUM QUALIFICATIONS:** Bachelor's degree in accounting or a Bachelor's degree in any other field including completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting, or current status as a Fiscal Manager II or Senior Accountant. Considerable experience (48 months or more) professional accounting, which must include (24 months or more) supervisory experience.

**KIND OF WORK:** Prepares Budget Status Report for management, report expenditures and revenues to date and make projections through the end of the fiscal year. Budget preparation and management, prepare budget requests for future periods, distributes available funds to major object codes and department and facilities. Supervise the various sections of the Business Departments, Accounts Payable, Patient Funds, Billing, Purchasing, Patient Apparel, Supply Depot (warehouse) and Mailroom. Develop billing functions to assure that regulations are being followed, employees are trained and a system is in place to accumulate accurate and timely information from Bryce professionals to facilitate accurate billing of Medicare and other insurance entities. Review and approve transactions in Patients Funds to assure patient funds are being spent in accordance with Bryce policy, within limitations specified by the Hatch-Hill court case and so that patients' needs are being met. Review and approve all purchase orders and non-purchase order payment to vendors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of fiscal management. Knowledge of the principles and practices of budget administration. Knowledge of state, federal and other funding sources, rules and regulations. Knowledge of principles and practices of governmental accounting. Ability to plan and outline procedures applied in the collection, compilation, and analysis of statistical and fiscal data. Ability to prepare and interpret financial reports and statements. Ability to utilize available resources to meet specified deadlines and timeframes. Knowledge of the principles and practices of supervision and office management. Ability to communicate effectively both orally and in writing.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE [www.mh.alabama.gov](http://www.mh.alabama.gov). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

*"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."*